**GDBBS Division Student Advisory Council**

**Mentor/Mentee Guidelines**

The purpose of this document is to facilitate discussions between mentors and mentees within GDBBS on several areas of the mentor/mentee relationship. While filling out this agreement, *the mentor and mentee are advised to consult the Laney Graduate School Faculty and Student Mentoring Guides along with GDBBS and program-specific handbooks.*

Important reminders as you fill out this agreement.

1. This document is meant to serve as a conversation starter. You are not required to fill out every line nor sign it at the end – if and to what extent it is filled out is up to the discretion of the mentee and mentor.
2. It is a living document. It can and should be updated as needed.
3. The mentor/mentee relationship is a two-way street. This document serves to outline both what the mentor expects of the mentee and what the mentee expects of the mentor.

**Mentor/Mentee Interaction:**

We agree to formally meet **weekly/monthly/other**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (circle one). We will reserve \_\_\_\_\_\_ minutes for these meetings.

List the following expectations that the mentor has for the mentee at these meetings:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List the following expectations that the mentee has for the mentor at these meetings:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This formal meeting may be cancelled for the following reasons:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This formal meeting may *not* be cancelled for the following reasons:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In addition to these formal meetings, the mentor is available for informal meetings. The mentor has the following policy when it comes to informal meetings: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We agree to primarily communicate outside of our formal meetings via **text/phone/e-mail/in-person**. This method/these methods should be used during the following hours which are considered ‘normal’: \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_.

Replies to electronic communication should be made within \_\_\_**hrs**, even if it’s just to acknowledge receipt.

In the event the mentor or mentee should need to be contacted due to an emergency outside of the normal hours agreed upon above, the following method of contact is preferred: **text/phone/e-mail**.

Emergencies may include:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is understood that preparing grants/manuscripts/presentations may require communication outside of ‘normal’ hours and the mentor and mentee have discussed these situations.

**Schedule:**

The mentee will work a minimum of \_\_\_\_\_**hrs/week** in lab.

The mentee is currently planning on taking the following coursework in the coming academic year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the mentee must deviate from this schedule (i.e. study for exams), they will communicate this to the mentor at least \_\_\_\_**days** before the change occurs.

Indicate which of the three statements below is applicable to the mentee.

The mentee should keep regular hours and agrees to the following schedule: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

or

The mentee may keep irregular hours, so long as they overlap with other lab members for at least \_\_\_\_\_\_\_\_**hrs** on average each day.

or

The mentee may keep irregular hours as they please, if they are productive.

The mentee agrees to be in lab for the following lab/department events (i.e. lab meeting, seminars, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

After periods of substantial work (i.e. writing grants, long intensive experiments, etc.) the mentor **recommends/allows/does not allow** the mentee to take time off and/or work decreased hours. If applicable, the mentee will always check-in with the mentor before taking time in these situations.

For a planned absence from lab (i.e. vacation), the mentee will inform the mentor \_\_\_\_\_**days/weeks/months** beforehand.

The mentee may take up to \_\_\_\_\_**days** of vacation before needing to consult with mentor about taking additional time off.

The mentor will notify the mentee \_\_\_**days** prior to any planned absences from lab, whenever possible.

**Professional Development:**

The **mentor/mentee** (circle one) will be the primary author responsible for writing manuscripts originating from work performed by the mentee.

The mentor requires at least \_\_\_\_**days** turn-around for edits on the mentee’s grants, manuscripts or other materials.

If more time is needed due to work load, other commitments, etc. the mentor will inform the mentee ASAP.

Currently, the mentee’s long-term goals include: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In the next year, the mentee would like to accomplish the following: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The mentee would specifically like help from the mentor in these areas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The mentee plans to become involved in the following organizations, and the mentor supports these plans: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What does success in this research experience look like to the mentee? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What does success in this research experience look like to the mentor? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Potential Concerns:**

The mentor and mentee should discuss any *current* (not hypothetical) issues with the potential to impede the mentee’s graduation (i.e. family obligations, shortage of lab funding, mentor being recruited by another institution, etc.). Both individuals should agree upon a plan to address/monitor the concern. If there are no ongoing concerns from the mentor or mentee, this section may be left blank.

Concern(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Plan(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Other Agreements:**

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If either the mentor or mentee has concerns about the mentor/mentee relationship and/or the agreements stated above:

1. The mentor or mentee will initiate a discussion with the other individual to address and solve the problem(s).
2. If unable to solve the issues without the aid of external help, the mentor and mentee agree to meet with the program Director and/or DGS.
3. If the above two solutions are unsuccessful, the Assistant Director for Student Affairs and the Director of GDBBS will be contacted to mediate discussions.

**It is *entirely optional* to sign and turn in this document.**

We, the undersigned, agree to the above and to evaluate the items in this document every 12 months.

Copies of this agreement should be kept by the mentor and mentee. A copy may be filed in the program file for the mentee by giving a copy to Emily Morran, Assistant Director of Student Affairs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentor Signature Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentee Signature Date**

**Appendix:**

Items not covered in this agreement, but that may be useful to discuss include:

* Lab notebooks
* Lab citizenship (working with others, assigned tasks, safety, etc.)
* Maintaining knowledge in the field
* Individuals to go to with specific issues regarding research in lab
* Rotation/Undergraduate Student mentorship opportunities
* Funding available within the lab to aid in professional development (i.e. attending short courses, conferences, etc)